NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE		CHAPTER Health Services STATEMENT NUMBER 6.27		
SUBJECT: PROPONENT:	PSYCHIATRIC COVERAGE FOR SCHEDULED VACATIONS AND EMERGENCIES Robert MacLeod, Administrative Dir Name/Title Medical/Forensic Services 271-370	SUPERSEDES P	06/01/07 PD# 6.27	
	Office Phone #	DATED	06/01/01	
ISSUING OFFICER:		DIRECTOR'S IN DATE	DIRECTOR'S INITIALS DATE	
William Wrenn, Commissioner		APPENDIX ATT YES	APPENDIX ATTACHED: YES NO	
REFERENCE NO: See reference section on last page of PPD.				

## I. <u>PURPOSE</u>:

To provide for 24 hour 7 day a week psychiatric coverage through all facilities.

# II. APPLICABILITY:

To all staff

### III. POLICY:

It is the policy of the Department of Corrections that as a result of scheduled vacation times by the psychiatrist or nurse practitioner assigned to the Outpatient Mental Health team, a schedule of coverage will be created. This coverage will allow for continued psychiatric services to be provided for urgent and emergent matters that, if left unattended, could otherwise create a significant hardship to the inmate. It will also provide for ongoing assessment of inmates who are being observed in the Infirmary for reasons of concern relating to the inmate's mental status. A copy of this schedule will be available at the administrative office in the Secure Psychiatric Unit (SPU) and at the Outpatient Mental Health Office.

## IV. PROCEDURES:

- A. Scheduled Vacation Coverage
  - 1. All matters needing to be scheduled will be referred to the Chief of Outpatient Mental Health. The Infirmary will contact the outpatient mental health service with any request for psychiatric services.
  - 2. A psychiatrist or nurse practitioner will be assigned to substitute **on the days that are scheduled as workdays for the customary attending psychiatrist or nurse practitioner.** The substitute psychiatrist/nurse practitioner will report to the Outpatient Mental Health office by 1 p.m. and be available to provide services for urgent and emergent matters between the hours of 1 p.m. and 3 p.m. The substituting practitioner may return to his/her regular work assignment after services are no longer needed.
  - 3. The substitute psychiatrist/nurse practitioner will contact the Chief of Outpatient Mental Health designee upon arrival to Outpatient Mental Health for review and discussion of service needs. The Chief of Outpatient Mental Health will create a

- prioritized list of inmates to be seen by the psychiatrist/nurse practitioner. The list will include a description of the patient or staff needs, i.e.: Mr. C is showing signs of rapid decompensation or Mr. C is complaining of intolerable side effects after a recent medication change.
- 4. Inmates who are in the Infirmary for psychiatric observation are a high priority and will be placed on the top of the *Psychiatric Service Needs List*. Mental health clinicians that admit an inmate to the Infirmary for psychiatric observation will be assigned to the inmate's care throughout their Infirmary stay. If there is a request for psychiatric services to see this inmate, this clinician will be available to discuss the inmate's condition and share insights and recommendations. If the clinician is unable to meet with the psychiatrist/nurse practitioner due to unavoidable circumstances, he/she will give a report to a peer and request that a peer represents him/her when meeting with the psychiatrist/nurse practitioner.
- B. Daily Emergency Coverage:

A plan for daily emergency coverage is included on the Monday-Friday on-call schedule. Should an emergency arise and psychiatric coverage is not available for outpatient mental health due to unforeseen circumstances, outpatient mental health staff may call the administrative office at the SPU to obtain the name of the psychiatrist/nurse practitioner on call.

#### REFERENCES:

Standards for the Administration of Correctional Agencies Second Edition. Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition, Standards

<u>Standards for Adult Probation and Parole Field Services</u> Third Edition. Standards

Other

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